



# CITY OF GRAPEVINE

## SPECIAL USE APPLICATION/SITE PLAN APPLICATION

### APPLICATION REVIEW REQUIREMENTS

- ❑ *Meet with development services staff to review application requirements for your specific development.*
- ❑ *Form "A" application with original / notarized signatures of owner and applicant.*
- ❑ *Form "B" application with original / notarized signatures of owner and applicant.*
- ❑ *Filing fee - \$500.00 for first acre +\$25.00 for each additional acre or portion thereof (round up).*
- ❑ *Address and / or legal description (lot, block & subdivision) of property on 8 1/2" x 11".*
- ❑ *Signature of both owner and applicant on acknowledgement form (page 8).*
- ❑ *Verification with the City of Grapevine's Public Works / Engineering Department regarding platting information. Have the attached verification statement signed by public works (page 9).*
- ❑ **4 folded blueline copies of complete site plan submittal** (include grading, drainage, elevations, landscape, etc.) no less than 22" x 34" and scale of no less than 1" = 50'.
- ❑ **3 folded blueline copies of the site plan only.**
- ❑ *Submit a letter describing the proposed special use and note the request on the site plan document, describe or show on the site plan, and special requirements or conditions imposed upon the particular special use by applicable district regulations (example: buffer yards, distance between users), describe whether the proposed special use will, or will not cause substantial harm to the value, use, or enjoyment of other property in the neighborhood. Also, describe how the proposed special use will add to the value, use or enjoyment of other property in the neighborhood.*

APPLICATIONS MUST BE COMPLETE AND MEET ALL  
GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A SPECIAL USE  
REQUEST CAN BE SET FOR A PUBLIC HEARING

Direct questions to Planning & Zoning Staff at (817)410-3155 – fax (817)410-3018  
[www.grapevinetexas.gov](http://www.grapevinetexas.gov)

#### **Delivery Address**

Development Services  
Planning Division  
200 S. Main St  
Grapevine, TX 76051

#### **Correspondence Address**

Development Services  
Planning Division  
P O Box 95104  
Grapevine, TX 76099



# CITY OF GRAPEVINE

## SPECIAL USE APPLICATION

### Form "A"

#### PART 1. APPLICANT INFORMATION

Name of applicant / agent: / company / contact

Street address of applicant / agent:

City / State / Zip Code of applicant / agent:

Telephone number of applicant / agent:

Fax number of applicant / agent:

Email address of applicant / agent

Mobile phone number of applicant / agent

Applicant's interest in subject property:

#### PART 2. PROPERTY INFORMATION

Street address of subject property

Legal description of subject property (metes & bounds must be described on 8 1/2" x 11" sheet)

Lot Block Addition

Size of subject property

Acres

Square footage

Present zoning classification:

Proposed use of the property:

Minimum / maximum district size for special use request:

Zoning ordinance provision requiring a special use:

#### PART 3. PROPERTY OWNER INFORMATION

Name of current property owner:

Street address of property owner:

City / State / Zip Code of property owner:

Telephone number of property owner:

Fax number of property owner:

- ☐ Submit a letter describing the proposed special use and note the request on the site plan document
- ☐ In the same letter, describe or show on the site plan, and special requirements or conditions imposed upon the particular special use by applicable district regulations (example: buffer yards, distance between users)
- ☐ In the same letter, describe whether the proposed special use will, or will not cause substantial harm to the value, use, or enjoyment of other property in the neighborhood. Also, describe how the proposed special use will add to the value, use or enjoyment of other property in the neighborhood.
- ☐ Application of site plan approval (Section 47, see attached Form "B").
- ☐ The site plan submission shall meet the requirements of Section 47, Site Plan Requirements.
- ☐ All conditional use and special use applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.
- ☐ All public hearings will be opened and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.
- ☐ Any changes to a site plan (no matter how minor or major) approved with a conditional use or special use permit can only be approved by city council through the public hearing process.
- ☐ I have read and understand all the requirements as set forth by the application for conditional use or special use permit and acknowledge that all requirements of this application have been met at the time of submittal.

**PART 4. SIGNATURE TO AUTHORIZE SPECIAL USE REQUEST AND PLACE A SPECIAL USE REQUEST SIGN ON THE SUBJECT PROPERTY**

**Print Applicant's Name:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

The State Of \_\_\_\_\_

County Of \_\_\_\_\_

Before Me \_\_\_\_\_ on this day personally appeared \_\_\_\_\_  
(notary) (applicant)

known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
Notary In And For State Of Texas

**Print Property Owners Name:** \_\_\_\_\_

**Property Owner's Signature:** \_\_\_\_\_

The State Of \_\_\_\_\_

County Of \_\_\_\_\_

Before Me \_\_\_\_\_ on this day personally appeared \_\_\_\_\_  
(notary) (property owner)

known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
Notary In And For State Of Texas



# CITY OF GRAPEVINE

## SITE PLAN APPLICATION

### Form "B"

#### PART 1. APPLICANT INFORMATION

Name of applicant / agent:

Street address of applicant / agent:

City / State / Zip Code of applicant / agent:

Telephone number of applicant / agent:

Fax number of applicant / agent:

Email address of applicant / agent

Mobile phone number of applicant / agent

Applicant's interest in subject property:

#### PART 2. PROPERTY INFORMATION

Street address of subject property

Legal description of subject property (metes & bounds must be described on 8 1/2" x 11" sheet)

Lot Block Addition

Size of subject property

Acres

Square footage

Present zoning classification:

Proposed use of the property:

Give a general description of the proposed use or uses for the proposed development:

Zoning ordinance provision requiring a special use:

#### PART 3. PROPERTY OWNER INFORMATION

Name of current property owner:

Street address of property owner:

City / State / Zip Code of property owner:

Telephone number of property owner:

Fax number of property owner:

- PART 4. SIGNATURE TO AUTHORIZE FILING OF A FINAL SITE PLAN**

Notary In And For State Of Texas

*Notary In And For State Of Texas*

### **ACKNOWLEDGEMENT**

***All Conditional Use and Special Use Applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.***

***All public hearings will be opened and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.***

***Any changes to a site plan (no matter how minor or major) approved with a conditional use or a special use permit can only be approved by city council through the public hearing process.***

***Any application for a change in zoning or for an amendment to the zoning ordinance shall have, from the date of submittal, a period of four months to request and be scheduled on an agenda before the Planning and Zoning Commission and City Council. If after said period of four months an application has not been scheduled before the Commission and Council said application shall be considered withdrawn, with forfeiture of all filing fees. The application, along with the required filing fee may be resubmitted any time thereafter for reconsideration. Delays in scheduling applications before the Planning and Zoning Commission and City Council created by city staff shall not be considered a part of the four month period.***

***I have read and understand all of the requirements as set forth by the application for conditional use or special use permit and acknowledge that all requirements of this application have been met at the time of submittal.***

***Signature of Applicant*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Signature of Owner*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

## **ILLUMINATION PLAN**

***An illumination plan to include a site photometric (including illuminated signs) and all fixture details shall be submitted as part of the site plan review process. Applications will not be accepted without this requirement.***

***I hereby acknowledge that an illumination plan has been included as a part of this submittal.***

***Applicant Signature*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Property Owner Signature*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

## PLATTING VERIFICATION

This verification statement must be signed prior  
To the submittal of this special use application

\_\_\_\_\_ It has been determined that the property described below does **require platting or replatting** and the applicant has been instructed on this procedure.

\_\_\_\_\_ It has been determined that the property described below is **currently platted** or **does not require platting or replatting** at this time.

Address of subject property \_\_\_\_\_

Legal description of subject property \_\_\_\_\_

\_\_\_\_\_  
Public Works Department

\_\_\_\_\_  
Date

**This form must be signed by the public works department and submitted along with a completed application to the planning and zoning department**



SECTION 47  
SITE PLAN APPLICATION

Use the following as a checklist for a complete application submittal:

E. Contents of site plan application, Section 47.E.1.

Form "A" – Special Use Application

- \_\_\_\_\_ 1. Applicant's name, address and telephone number, legal interest in the subject property.
- \_\_\_\_\_ 2. Owner's name, address and telephone number, if different from applicant, with the owner's signed consent to the filing of the application.
- \_\_\_\_\_ 3. Street address and legal description, or metes and bounds, of the property on 8 ½" x 11" sheet of paper.
- \_\_\_\_\_ 4. The zoning classification and present use of subject property.
- \_\_\_\_\_ 5. A letter or note on the site plan generally describing the proposed use, or uses, for the proposed development.
- \_\_\_\_\_ 6. A copy of the final plat, or replat, of approved subdivision by city council showing property boundary lines, dimensions, easements, roadways, rail lines, and public rights-of-way crossing adjacent to the subject property.
- \_\_\_\_\_ 7. If the property is subject to a master development plan, note in a letter the proposed use substantially conforms to the master development plan.

Form "B" - Site Plan Requirements

- \_\_\_\_\_ 1. All site plans submitted in conjunction with a Conditional Use, Section 48; or a Special Use, Section 49; shall be drawn and sealed by a registered surveyor, registered architect, or registered engineer.
- \_\_\_\_\_ 2. The site plan shall include the name of the site plan, submittal date, case number (s), scale, north point, name of person preparing the site plan, consecutive sheet numbers and vicinity map. The case name, number and consecutive sheet numbers (ex. sheet 1 of 2) should be placed in the lower right corner.
- \_\_\_\_\_ 3. Location of existing boundary lines and dimensions of the tract. These must match the survey or the approved plat.
- \_\_\_\_\_ 4. Any proposed grading, or regrading, of the subject property; any significant natural, topographical, or physical features of the property, including, at least, existing soil

conditions, water courses, marshes, trees in excess of four (4) inches in diameter, rock outcroppings and existing contours in excess of two (2) feet in one hundred (100) feet.

- \_\_\_\_\_ 5. Locate center line of existing water courses, drainage features, floodway and drainage easements.
- \_\_\_\_\_ 6. Map (s) showing the location, dimension, use and arrangement of all proposed building. Note computations in a chart form showing the amount required and provided: height in stories and feet, total building area, total lot area, floor area ratio, total impervious area, total open space (landscaped area), total building and paved areas, number and size of dwelling units, number of bedrooms in residential uses, and building separations.
- \_\_\_\_\_ 7. Minimum yard and buffer dimensions, and where relevant, relation of yard dimensions to the height of any building or structure.
- \_\_\_\_\_ 8. Location, dimensions and number of all vehicular and pedestrian circulation elements, including streets, roadways, driveways, entrances, curb radii, curb cuts, driving lanes, parking stalls, loading spaces and access aisles; sidewalks, walkways and pathways, including type of surface material, slope and gradient of vehicular elements; total lot coverage of all circulation elements, divided between vehicular and pedestrian ways.
- \_\_\_\_\_ 9. Location and size of existing and proposed street, right-of-way, and alleys with location of all street medians and intersections adjacent to the area of request.
- \_\_\_\_\_ 10. Copy of permit to construct access driveway facilities on highway right-of-way issued by the Texas State Department of Highways and Public Transportation.
- \_\_\_\_\_ 11. Note location and size of existing and proposed water and sewer public utilities on and adjacent to, the site; and fire hydrant locations.
- \_\_\_\_\_ 12. All existing and proposed surface, and subsurface, drainage facilities; including culverts, drains, and detention ponds, showing size and dimensions of flow.
- \_\_\_\_\_ 13. Location, size and arrangement of all outdoor signs (pole signs, wall signs, and ground signs); the location and intensity of all outdoor lighting, and exterior lighting.
- \_\_\_\_\_ 14. Location and height of fences, or screen plantings, and the type or kind of building materials or plantings to be used for fencing or screening.
- \_\_\_\_\_ 15. Final architectural elevations of proposed structures with the type or kind of building materials used. Note the calculation of the percentage of the masonry of the entire structure. Masonry calculations include the total exterior walls, excluding doors and windows.
- \_\_\_\_\_ 16. Note the location, designation and total area of all usable open space (landscaped areas).

- \_\_\_\_\_ 17. A detailed landscaping plan meeting the provisions of section 53 of this ordinance.
- \_\_\_\_\_ 18. Note all the requirements of the grapevine soil erosion control ordinance shall be met during the period of construction.
- \_\_\_\_\_ 19. In the case of any use requiring a special use permit, any information necessary to demonstrate compliance with all conditions imposed on the proposed special use permit by this ordinance.
- \_\_\_\_\_ 20. Any other information that may be required by the director of development services to determine that the application is in compliance with the codes and ordinances of the city.
- \_\_\_\_\_ 21. Parking for disabled persons should be designated according to Chapter 23, Section 23.64 through 23.69 of the Code of Ordinances.
- \_\_\_\_\_ 22. Designate all refuse storage areas according to section 50.b.3. **All users are required to show the location and screening of a dumpster whether it is used or not.**
- \_\_\_\_\_ 23. A letter from the public works department accepting all subdivision improvements (i.e. drainage, sewage, utilities and street improvements).
- \_\_\_\_\_ 24. If the site plan application is in conjunction with a conditional use for on-premise or off-premise consumption of alcoholic beverages, the following statements must appear on the site plan and floor plan.
- A. In the case of off-premise beer & wine sales
1. Special use request for the sale, storage and off-premise consumption of alcoholic beverages (beer and/or wine only).
2. The entire site is the premise.
- B. In the case of on-premise beer, wine and mixed drink sales
1. Special use request for the sale, storage, and on-premise consumption of alcoholic beverages (beer, wine, and mixed beverages).
2. The entire site is the premise
- \_\_\_\_\_ 25. Note in the case of on-premise and off-premise alcoholic beverage sales indicate on the floor plan the storage and sale areas.
- \_\_\_\_\_ 26. The description and requirements to be noted in a letter should be combined into one letter.

- \_\_\_\_\_ 27. Include an internal traffic circulation plan on the site plan.
- \_\_\_\_\_ 28. Note that all on-site electrical conductors associated with new construction shall be located underground.
- \_\_\_\_\_ 29. Illumination plan including site photometric (including illuminated signs) and all fixture details. Place a note on plans:  
  
"Illuminated signage was included in the termination of the illumination levels"
- \_\_\_\_\_ 30. After comments are received - final documents shall contain an 11x17 color renderings of the landscape plan and elevations for presentation purposes only. A powerpoint presentation may be submitted, please make sure all drawings are compressed prior to providing to the City of Grapevine.
- \_\_\_\_\_ 31. All turning radii - 35 feet minimum per Grapevine Fire Department

**Please be aware that separate documents must be filed with Engineering (817)410-3135 and Building Inspections (817)410-3165 prior to receiving a building permit.**

CASE NAME:	
CASE NUMBER:	
LOCATION:	
_____	_____
MAYOR	SECRETARY
DATE: _____	
PLANNING AND ZONING COMMISSION	
_____	
CHAIRMAN	
DATE: _____	
SHEET: ____ OF ____	
APPROVAL DOES NOT AUTHORIZE ANY WORK IN CONFLICT WITH ANY CODES OR ORDINANCES.	
DEPARTMENT OF DEVELOPMENT SERVICES	

MINIMUM SIZE 3" X 4"

THIS SIGNATURE BLOCK MUST APPEAR ON EACH PAGE OF THE SUBMITTAL AND FINAL REVISIONS.

NUMBER EACH SHEET AS PER EXAMPLE BELOW:

SHEET 1 OF 4; SHEET 2 OF 4; SHEET 3 OF 4; SHEET 4 OF 4, ETC.

**City of Grapevine**

**REQUIRED TREE LIST FOR REQUIRED LANDSCAPING**  
**(Excluding Landscape Islands)**

**(Medium to Large Deciduous Trees)**

<b><u>Tree Name</u></b>	<b><u>Scientific Name</u></b>	<b><u>Height</u></b>	<b><u>Width</u></b>
Bald Cypress	(Taxodium distichum)	40'-60'	30'-40'
Burr Oak	(Quercus macrocarpa)	50'-60'	40'-50'
Callery Pear	(Pyrus calleryana) (*Varieties: "Rancho", "Aristocrat", "Capital", "Bradford")	30'	15'-25'
Cedar Elm	(Ulmus rassifolial)	50'-60'	40'-50'
Chinese Pistacho	(Pistacia chinensis)	40'-50'	40'-50'
Chinquapin Oak	(Quercus muhlenbergii)	50'-60'	40'-50'
Pecan	(Carya illinoensis)	50'-60'	40'-50'
Shumard Red Oak	(Quercus shumardii)	50'-60'	40'-50'
Texas Red Oak	(Quercus shumardii)	30'-35'	20'-30'
Western Soapberry	(Sapindus drummondii)	30'-40'	25'-35'
Southern Magnolia	(Magnolia grandiflora)	60'-80'	30'-50'
Lacey Oak	(Quercus glancoides)		
<i>EVERGREEN TREES</i>			
Afghan Pine	(Pinus eldarica)	30'-40'	25'-30'
Austrian Pine	(Pinus nigra)	20'-25'	10'-15'
Eastern Red Cedar	(Juniperus virginiana)	30'-40'	20'-30'
Eldarica Pine	(Pinus eldarica)	30'-40'	25'-30'
Japanese Black Pine	(Pinus thunbergiana)	20'-50'	20'-30'

Leyland Cypress	(Cupressocyparis leylandi)	20'-40'	40'-50'
Live Oak	(Quercus virginiana)	25'-35'	35'-55'
Yaupon Holly	(Ilex vomitoria)	12'-18'	10'-15'

**(Small Deciduous Trees)**

Desert Willow	(Chilopsis linearis)	15'-30'	15'-25'
Eve's Necklace	(Sophora affinis)	15'-25'	15'-20'
Mexican Plum	(Prunus mexicana)	15'-25'	15'-20'
Possumhaw holly	(Ilex decidua)	15'-20'	10'-15'
Redbud	(Cercis canadensis) "Oklahoma"	20'-25'	15'-20'

**City of Grapevine**

**REQUIRED TREE LIST FOR LANDSCAPE ISLANDS**

**(Medium to Large Deciduous Trees)**

<b><u>Tree Name</u></b>	<b><u>Scientific Name</u></b>	<b><u>Height</u></b>	<b><u>Width</u></b>
Bald Cypress	(Taxodium distichum)	40'-60'	30'-40'
Burr Oak	(Quercus macrocarpa)	50'-60'	40'-50'
Callery Pear	(Pyrus calleryana) (*Varieties: "Rancho", "Aristocrat", "Capital", "Bradford")	30'	15'-25'
Cedar Elm	(Ulmus rassifolial)	50'-60'	40'-50'
Chinese Pistacho	(Pistacia chinensis)	40'-50'	40'-50'
Chinquapin Oak	(Quercus muhlenbergii)	50'-60'	40'-50'
Pecan	(Carya illinoensis)	50'-60'	40'-50'
Shumard Red Oak	(Quercus shumardii)	50'-60'	40'-50'
Texas Red Oak	(Quercus shumardii)	30'-35'	20'-30'
Western Soapberry	(Sapindus drummondii)	30'-40'	25'-35'
Southern Magnolia	(Magnolia grandiflora)	60'-80'	30'-50'
Lacey Oak	(Quercus glancoides)		

*EVERGREEN TREES*

Afghan Pine	(Pinus eldarica)	30'-40'	25'-30'
Austrian Pine	(Pinus nigra)	20'-25'	10'-15'
Eastern Red Cedar	(Juniperus virginiana)	30'-40'	20'-30'
Eldarica Pine	(Pinus eldarica)	30'-40'	25'-30'
Japanese Black Pine	(Pinus thunbergiana)	20'-50'	20'-30'



Leyland Cypress	( <i>Cupressocyparis leylandi</i> )	20'-40'	40'-50'
Live Oak	( <i>Quercus virginiana</i> )	25'-35'	35'-55'
Yaupon Holly	( <i>Ilex vomitoria</i> )	12'-18'	10'-15'

## SPECIAL USE/SITE PLAN APPLICATION PROCEDURAL TIMETABLE

Application Deadline	Special Use/Site Plan Review Submittal
Day 1 – 14	Planning Staff Review
Day 15	Technical Review Committee
	Planning Department Public Works Building Inspections Fire Department Police Department Utility Companies
Day 23	Return Necessary Revisions To Planning Department Staff to include but not limited to 40-11x17's, 2-full size drawings, 1-set mylars
Day 25	Notice To Newspaper
Day 32	Notify Adjacent Property Owners; Post Sign On Property
Day 39	Packets Submitted For Distribution To City Council And Planning And Zoning Commission
Day 42	City Council And Planning And Zoning Commission Joint Public Hearing
Planning And Zoning Commission Recommendations To City Council Result In The Following Action	
Approval -	Requires A Council Majority Vote
Denial -	Requires $\frac{3}{4}$ Vote Approval By Council
Continuing -	Set To A Date Certain; Further Research And Information Required

**2010  
CITY OF GRAPEVINE  
PLANNING & ZONING COMMISSION  
MEETING AGENDA SCHEDULE**

<b>CITY COUNCIL PLANNING &amp; ZONING MEETING DATES *</b>	<i>FILING DEADLINE</i> First Monday of the month
December 15, 2009	November 2, 2009
January 19, 2010	December 7, 2009
February 16, 2010	January 4, 2010
March 16, 2010	February 1, 2010
April 20, 2010	March 1, 2010
May 18, 2010	April 5, 2010
June 15, 2010	May 3, 2010
July 20, 2010	June 7, 2010
August 17, 2010	July 6, 2010
September 21, 2010	August 2, 2010
October 19, 2010	September 7, 2010
November 16, 2010	October 4, 2010
December 21, 2010	November 1, 2010
January 18, 2011	December 6, 2010

\* These dates are prior to council approval and may change

**THE DEVELOPMENT SERVICES STAFF WILL DETERMINE  
THE AGENDA FOR EACH OF THE PUBLIC HEARING DATES.  
BASED ON THE SIZE OF THE AGENDA, YOUR APPLICATION  
MAY BE RESCHEDULED TO A LATER DATE.**